

SF Small Business Summit

LOCAL BUSINESS ENTERPRISE (LBE) CERTIFICATION

CONTRACT MONITORING DIVISION

Contract Monitoring Division (CMD)

Becoming an LBE Certified Firm



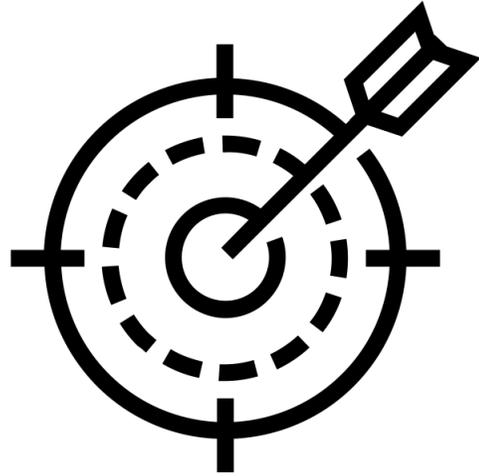
La'uton Wells
LBE Certification Manager

What is the LBE Program?

The City & County of San Francisco's Contract Monitoring Division (CMD) administers the City's Chapter 14B Local Business Enterprise (LBE) Program. The purpose of the LBE Program is to help small, local businesses compete effectively for City contracts.



The Mission of the LBE Program



- Local Business Enterprise (LBE) creates opportunities for economic justice for San Francisco small businesses – especially groups historically left out from economic growth such as women and minority owned firms.
- Stakeholders value the LBE program for its role in creating opportunities, driving economic growth, and long-term stability to the general fund.

What's inside the 14B Code?



Competition
Opportunity



Capacity
Building

What are the benefits?

1. When bidding as a prime LBEs are eligible for the **10% bid discount/rating bonus**
2. When bidding as subcontractors LBEs are eligible to be used to meet **LBE subcontracting requirements**
3. Micro LBE **Set Aside Contracts**
4. SF based LBEs are eligible for benefits for **all** City projects, regardless of location.
5. LBEs must be certified on **bid due date** to be eligible for benefits
6. City certified LBEs different from State/Federal DBEs
7. Networking Opportunities (**LBE Directory**)

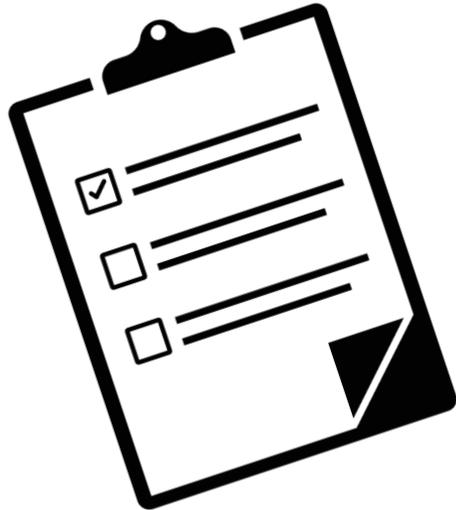
LBE Program Benefits



	Competition Opportunity	Capacity Building
LBE/PUC-LBE Certification	✓	
Bid Discount/Rating Bonus	✓	
LBE Subcontracting Requirements	✓	
Joint Venture Credit	✓	
Micro Set-Aside	✓	
San Francisco First	✓	
Contractor Development Program		✓



LBE Certification Eligibility Requirements



- Headquarters within **San Francisco** or **Water System Service Area for PUC-LBEs (Majority of Principals)**
- Minimum of **6 months** in business and in San Francisco or PUC area (**SF Business Registration Certificate**)
- Owners must have **expertise/license** in each certification category and have **proof of performance**
- Gross Receipts within specified **economic threshold** and all businesses are analyzed
- Truckers and Suppliers have modified requirements

Suppliers/Trucking Firms

Suppliers must maintain a warehouse in San Francisco stocked with inventory consistent with their certification and have a manufacturer's agreement permitting distribution of an item for each category requested.

Trucking Firms, in addition to the local office requirements must possess the appropriate motor vehicle registration in their own name for all trucks and/or trailers used in the business. Trucking Firms must park their vehicles and trailers within the geographical boundaries of SF or the PUC area.

LBE, NPE & PUC-LBE Certified Firms

- The LBE Certification Program is applicable to businesses (includes Non-profits) located in the City and County of San Francisco.
- The PUC-LBE Certification Program is **only** available to small public works/construction, construction material suppliers, construction equipment rental, trucking, and professional service firms including architecture or engineering firms, that are located within the Water System Service Area.

Economic Thresholds

The 3 year average of gross annual receipts of all businesses under common ownership must not exceed the following limits:

	<u>Micro-LBE</u>	<u>Small-LBE</u>	<u>SBA-LBE</u>
Class A and Class B General Contractors	\$10,000,000	\$20,000,000	\$33,500,000
Specialty Construction Contractors	\$5,000,000	\$10,000,000	\$17,000,000
Goods/Materials/ Equipment and General Services	\$5,000,000	\$10,000,000	\$17,000,000
Professional Services and Architect/Engineering	\$1,250,000	\$2,500,000	\$7,000,000
Trucking	\$1,750,000	\$3,500,000	\$8,500,000



Steps to Get Certified

- Contract Monitoring Division (CMD) reviews for required and missing documents and contacts applicant in order to:
 - Request missing documents – obtaining all required documents takes **the most amount of time** in the certification process
 - Schedule a Site Visit – Required



LBE Certification Application Process



SUBMIT APPLICATION & REQUIRED DOCUMENTS

Online Supplier Portal: sfcitypartner.sfgov.org

Email: lbecert@sfgov.org

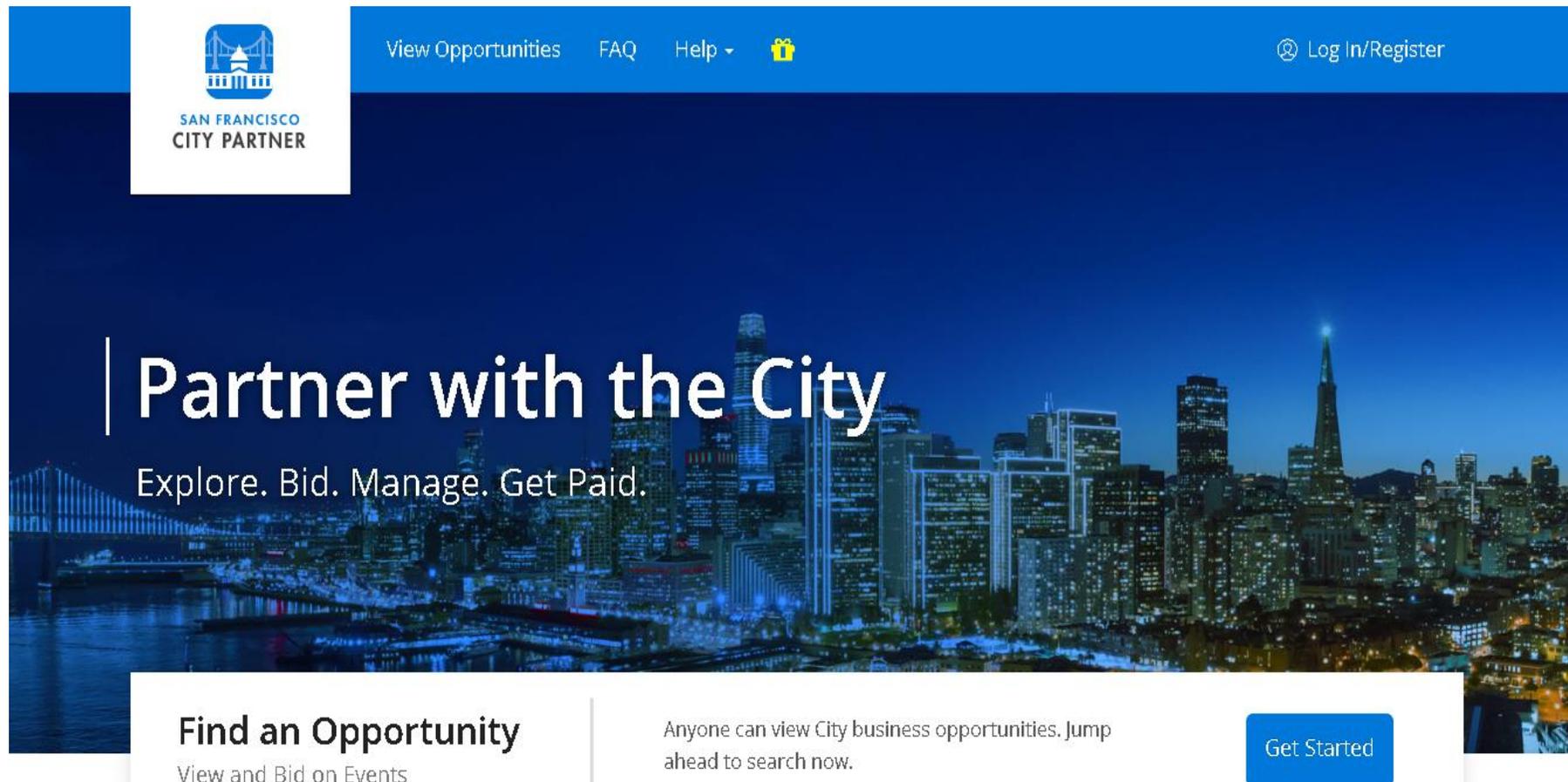
Mail: 1155 Market St., 4th Floor
SF, CA 94103

Questions: lbecert@sfgov.org or 415-581-2310



Create an account with the Supplier Portal

<https://sfcitypartner.sfgov.org/>



The screenshot shows the homepage of the San Francisco City Partner portal. The top navigation bar is blue and contains the following elements from left to right: the San Francisco City Partner logo (a stylized bridge and building icon above the text 'SAN FRANCISCO CITY PARTNER'), a 'View Opportunities' link, an 'FAQ' link, a 'Help' dropdown menu with a downward arrow, a gift icon, and a 'Log In/Register' link with a user icon. The main content area features a large, vibrant night-time photograph of the San Francisco skyline, including the Transamerica Pyramid and the Golden Gate Bridge. Overlaid on this image is the main heading 'Partner with the City' in a large, white, sans-serif font, followed by the tagline 'Explore. Bid. Manage. Get Paid.' in a smaller white font. At the bottom of the page, there is a white banner with three sections: on the left, the text 'Find an Opportunity' in bold with 'View and Bid on Events' below it; in the center, the text 'Anyone can view City business opportunities. Jump ahead to search now.'; and on the right, a blue button with the white text 'Get Started'.

SAN FRANCISCO CITY PARTNER

View Opportunities FAQ Help ▾ 📁

👤 Log In/Register

Partner with the City

Explore. Bid. Manage. Get Paid.

Find an Opportunity
View and Bid on Events

Anyone can view City business opportunities. Jump ahead to search now.

Get Started

My business is certified, now what?

- Make sure you have created an account in the City's online Supplier Portal at <https://sfcitypartner.sfgov.org/>.
- As a CMD certified firm, **you are not alone.**
- CMD offers assistance with:
 - a) technical assistance
 - b) prompt payment
 - c) dispute resolution





Capacity Building

Technical Assistance

Surety Bond

Contractor Development
Program

Contractor
Accelerated Payment
Program (CAPP)

Mentor Protégé
Program



Monthly Wednesday Workshops

FREE webinars from 10 am – Noon

RSVP to lbecert@sfgov.org

1st Wednesday: Certifying your LBE Business: Learn What it Takes!

2nd Wednesday: Bidding on City Contracts: The Nuts & Bolts

3rd Wednesday: Contractor Development Program – Topics Vary



I'm interested in the CDP... What's next?

Intake to CDP is through Merriwether & Williams Insurance Services



Email: cdp@imwis.com



Call: 415-986-3999 – Ask for Jennifer



Initial conversation will be scheduled to discuss your business operations, growth areas, and eligibility for programs.

For referrals to technical assistance providers or to attend a Wednesday workshop lbecert@sfgov.org.

CITY PARTNERS



Supplier Diversity Catering Program



The UCSF Anchor Institution Initiative program, in collaboration with UCSF Supply Chain Management, is committed to increasing awareness and utilization of diverse caterers and restaurants.

Key benefits of the program include:

- becoming a University of California catering provider
- onboarding training
- support with creating customizable menus
- fully automated catering confirmation system
- accurate electronic order tracking

Contact Marliz Copado (marliz.copado@ucsf.edu) to learn how to be added to UCSF's catering management system, America To Go.



supplychain.ucsf.edu

“UCSF is an Anchor Institution committed to the health, well-being & economic equity of the local community. The procurement focus of UCSF’s Anchor Institution Initiative has sought out the LBE program as a dedicated partner. UCSF is leveraging their procurement dollars to explore opportunities in procurement of goods, services, & works. We will continue to develop our partnership for business small, local, & diverse business growth.”



As the second largest employer in the City of San Francisco, UCSF aims to *increase opportunities* for disadvantaged and small businesses.

Please visit <https://realestate.ucsf.edu/REOutreach> to get on our Diverse Vendor List

For questions, email us at REOutreach@ucsf.edu

Vendor Diversity Program

UCSF Real Estate

The UCSF logo consists of the letters "UCSF" in a white, bold, sans-serif font, centered within a solid orange square.

Select Upcoming Bids

Project Name	Bids Due	Value (\$K)
MB Block 23A Neurosciences Research Building - Lab Renovations	10/29/2021	75
MB RCC Pool Refresh (Rebid)	10/14/2021	175
PH 50 Kirkham Seismimc Retrofit (Rebid)	10/8/2021	350
PreQual: PH HSIR Large Fume Hood Exhaust Fan Repair	10/7/2021	800
FIN-MT Sutro Forest Tree Fail & Fire Mitigation	10/6/2021	700
2130 Post St. Entry Doors	10/4/2021	90

Please visit [Building Connected](#) for complete project list. We look forward to your partnership!



*The numbers...

1150 San Francisco Micro and Small LBEs
80 PUC-LBEs
100 SBA-LBEs

30% Minority Business Enterprise (MBE)
25% Women Business Enterprise (WBE)
45% Other Business Enterprise (OBE)

Categories include Construction, Trucking, Architects & Engineers, Professional Services, Suppliers, & General Services

**Numbers are approximate.*

Contract Monitoring Division (CMD)



415-581-2310



lbecert@sfgov.org



sfgov.org/cmd



Thank you!

